

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Secretary to Director of Student Support Services

Supervisor: Special Education Director

FLSA Status: Non-Exempt **Employee Group:** Secretarial

Qualifications:

1. High School diploma or equivalent, Associate's Degree preferred
2. Knowledge of Microsoft Office including Publisher
3. Knowledge of common office software and equipment use
4. Experience within educational and/or grants environments preferred

Terms of Employment:

- Twelve (12) Month Contract
- Eight (8) hours per day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Communicate effectively by phone and in person with parents, staff, and community members in a friendly and professional manner.
2. Type and file a variety of correspondence and reports.
3. Maintain the Special Education Director's schedule/calendar.
4. Maintain records for Special Education personnel in order to support ISBE (Illinois State Board of Education) approval and reimbursement.
5. Support use of the IEP system in order to allow staff access and tracking of student data.
6. Support director in tracking special education trainings for compliance purposes, reimbursement, and personnel.
7. Assistant in preparation of materials for presentation and dissemination to the Board of Education and other stakeholders.
8. Assist with program presentations and visitations to the Board of Education and other stakeholders.
9. Keep current with best practices and requirements as they relate to your job assignment.
10. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.